



# AGENDA

## Infrastructure Committee Meeting Tuesday, 27 August 2024

**Date** Tuesday, 27 August 2024

**Time** Following Environmental Services Committee

**Location** Council Chamber  
Timaru District Council Building  
2 King George Place  
Timaru

**File Reference** 1701609

## Timaru District Council

**Notice is hereby given that a meeting of the Infrastructure Committee will be held in the Council Chamber, Timaru District Council Building, 2 King George Place, Timaru, on Tuesday 27 August 2024, at the conclusion of the Environmental Services Committee meeting.**

### **Infrastructure Committee Members**

Clr Sally Parker (Chairperson), Clr Gavin Oliver (Deputy Chairperson), Clr Stu Piddington, Clr Peter Burt, Clr Owen Jackson, Clr Allan Booth, Clr Stacey Scott, Clr Michelle Pye, Clr Scott Shannon and Mayor Nigel Bowen

Quorum – no less than 5 members

### **Local Authorities (Members' Interests) Act 1968**

Committee members are reminded that if you have a pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting table.

Andrew Dixon

**Group Manager Infrastructure**

## Order Of Business

<b>1</b>	<b>Apologies .....</b>	<b>5</b>
<b>2</b>	<b>Public Forum .....</b>	<b>5</b>
<b>3</b>	<b>Identification of Items of Urgent Business.....</b>	<b>5</b>
<b>4</b>	<b>Identification of Matters of a Minor Nature .....</b>	<b>5</b>
<b>5</b>	<b>Declaration of Conflicts of Interest .....</b>	<b>5</b>
<b>6</b>	<b>Chairperson’s Report.....</b>	<b>5</b>
<b>7</b>	<b>Confirmation of Minutes .....</b>	<b>6</b>
	7.1 Minutes of the Infrastructure Committee Meeting held on 30 July 2024.....	6
<b>8</b>	<b>Reports .....</b>	<b>16</b>
	8.1 Actions Register Update.....	16
	8.2 Temporary Road Closure applications - Section 342 and Schedule 10, Clause 11(e) LGA 1974 .....	19
	8.3 Timaru District Council Vehicle Fleet .....	48
	8.4 Infrastructure Key Project Updates.....	51
<b>9</b>	<b>Consideration of Urgent Business Items.....</b>	<b>61</b>
<b>10</b>	<b>Consideration of Minor Nature Matters.....</b>	<b>61</b>
<b>11</b>	<b>Public Forum Items Requiring Consideration.....</b>	<b>61</b>
<b>12</b>	<b>Exclusion of the Public.....</b>	<b>61</b>
	13.1 Public Excluded Minutes of the Infrastructure Committee Meeting held on 30 July 2024.....	61
<b>13</b>	<b>Public Excluded Reports.....</b>	<b>63</b>
<b>14</b>	<b>Readmittance of the Public.....</b>	<b>64</b>



- 1 Apologies**
- 2 Public Forum**
- 3 Identification of Items of Urgent Business**
- 4 Identification of Matters of a Minor Nature**
- 5 Declaration of Conflicts of Interest**
- 6 Chairperson's Report**

## **7 Confirmation of Minutes**

### **7.1 Minutes of the Infrastructure Committee Meeting held on 30 July 2024**

**Author:** Rachel Scarlett, Governance Advisor

#### **Recommendation**

That the Minutes of the Infrastructure Committee Meeting held on 30 July 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

#### **Attachments**

- 1. Minutes of the Infrastructure Committee Meeting held on 30 July 2024**



# MINUTES

## Infrastructure Committee Meeting Tuesday, 30 July 2024

Ref: 1701609

**Minutes of Timaru District Council  
Infrastructure Committee Meeting  
Held in the Council Chamber, Timaru District Council Building, 2 King George Place, Timaru  
on Tuesday, 30 July 2024 Following Environmental Services Committee**

**Present:** Clrs Sally Parker (Chairperson), Gavin Oliver (Deputy Chairperson), Stu Piddington, Owen Jackson, Stacey Scott, Michelle Pye, Scott Shannon, Mayor Nigel Bowen

**In Attendance:** **Community Board Members:** Michael Thomas (Pleasant Point Community Board)

**Officers:** Nigel Trainor (Chief Executive), Andrew Dixon (Group Manager Infrastructure), Paul Cooper (Group Manager Environmental Services) Stephen Doran (Group Manager Corporate and Communications), Andrea Rankin (Chief Finance Officer) Beth Stewart (Group Manager Community Services), Nicole Timney (Group Manager Property Services), Jacky Clarke (Programme Delivery Manager), Rosie Oliver (Development Manager), Selina Kunac (Transport Strategy Advisor), Meghan Taylor (Executive Operations Coordinator), Maddison Gourlay (Communications and Marketing Advisor)

## **1 Apologies**

### **1.1 Apologies Received**

#### **Resolution 2024/25**

Moved: Clr Sally Parker

Seconded: Mayor Nigel Bowen

That the apology of Clr Peter Burt and Clr Allan Booth be received and accepted.

**Carried**

## **2 Public Forum**

There were no public forum items.

## **3 Identification of Items of Urgent Business**

No items of urgent business were received.

## **4 Identification of Matters of a Minor Nature**

### **4.1 Communications around changes to infrastructure**

Clr Jackson raised a matter of a minor nature around the strategy surrounding changes to services such as the white bin lids the new traffic counters.



## **5 Declaration of Conflicts of Interest**

No conflicts of interest were declared.

## **6 Chairperson's Report**

### **6.1 Presentation of Chairperson's Report**

That the Chairperson has attended a number of meetings including: CityTown Master Plan Stakeholder workshop, Council meeting, Publicly Excluded Workshop, an Age Friendly discussion with Mayor Bowen and Jessica Hurst, Three Waters meeting with stakeholders from Mid/South Canterbury, Meeting with Group Manager Infrastructure Mr Andrew Dixon, Geraldine Water Headworks Resilience Strategy Liaison Group, Tenders and Procurement Committee.

### **Resolution 2024/26**

Moved: Clr Sally Parker

Seconded: Clr Stacey Scott

**Carried**

## **7 Confirmation of Minutes**

### **7.1 Minutes of the Infrastructure Committee Meeting held on 11 June 2024**

### **Resolution 2024/27**

Moved: Clr Michelle Pye

Seconded: Clr Scott Shannon

That the Minutes of the Infrastructure Committee Meeting held on 11 June 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

**Carried**

## **8 Reports**

### **8.1 Actions Register Update**

Committee members requested an update on Peel forest landfill, noting that the deadline for an application to the contaminated sites remediation fund was due in September. The Programme Delivery Manager said that the funding had changed but in conversation with Ministry for the Environment is that they are using our submission as a test case in how applications are handled. Work is still in progress.

### **Resolution 2024/28**

Moved: Clr Owen Jackson

Seconded: Clr Scott Shannon

That the Infrastructure Committee receives and notes the updates to the Actions Register.

**Carried**

## **8.2 CityTown Masterplan**

The Development Manager presented the report acknowledging the stakeholder group for their part in completing the masterplan and welcoming that they will continue to have input.

Discussion was had around the operational costs of the masterplan, as well as the need for sign off around individual projects featured in the plan, particularly with regards to parking. It was noted that in endorsing the masterplan, councillors were not signing off any particular plan just a direction and that individual projects will be staggered over the first 5 years as budget allows.

Further discussion around Strathallan corner and the toilet block with officers urged to do it once and do it right, and identifying the 'CityTown' projects outside of what was BAU.

A request was made to pause the implementation around the plan due to the non-adoption of the theatre and museum as well as unfunded development suggestions for Caroline Bay, as well as for a summary document to be prepared to ensure public understanding.

A request was also made for high level sums attached to some projects to give people an indication of cost/value.

There was acknowledgement of work of the consultants involved and what they have delivered. The stated intention was that intention is that public investment will be sympathetic to and leading change in the private sector.

The project will continue to work in partnership with South Canterbury Chamber of Commerce, Venture Timaru, The CBD Group as well as having specific targeted conversations about Strathallan corner.

### **Resolution 2024/29**

Moved: Clr Sally Parker

Seconded: Clr Gavin Oliver

That the Infrastructure Committee;

1. Endorse the CityTown Masterplan for public feedback; and
2. Note the CityTown Masterplan 0 – 5 year Road Map and associated funding priorities; and
3. Disestablish the CityTown Project Steering Group tasked with setting the strategic direction for the Masterplan; and
4. Endorse the establishment of a CityTown Stakeholder Reference Group to inform detailed planning and design of Road Map priorities.

**Carried**

### **8.3 Temporary Road Closure applications - Section 342 and Schedule 10, Clause 11(e) LGA 1974**

The Group Manager Infrastructure spoke to this report. There was discussion around event being commercial or not regarding Spring Fathers' Day market. Officers report that the judgement based on public benefit of bringing people into town, creating vibrancy.

Clarified was the budget to support closures such as this through the Community Events and Programmes fund is \$100,000 per year. Funding is consistent across all the schools. Closures such as balls require a temporary traffic management plan. This also covers 10-25 events across the year including the ANZAC Parades, markets and the Santa Parades.

#### **Resolution 2024/30**

Moved: Clr Scott Shannon

Seconded: Clr Owen Jackson

That the Infrastructure Committee:

1. Approves temporary closure of Cain Street (from Hassell Street to Aynsley Street) for the Timaru Girls High School Ball on 9 August 2024 from 5.45pm to 8.00pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
2. Approves traffic management for the Timaru Girls High School Ball be funded from the Community Events and Programmes budget.
3. Approves temporary closure of Raymond Street (from Otipua Road to Oxford Street) for the Timaru Boys High School Ball on 30 August 2024 from 5.45pm to 7.30pm, under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
4. Approves traffic management for the Timaru Boys High School Ball be funded from the Community Events and Programmes budget.
5. Approves temporary closure of George Street (from Stafford Street to Station Street) for the Spring Fathers' Day Market on 31 August 2024 from 7.00am to 1.30pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
6. Approves traffic management for the Spring Fathers' Day Market to be funded from the Community Events and Programmes budget.

**Carried**

### **8.4 Wastewater and Water Treatment Plants Safety Improvements Project and Funding**

Group Manager Infrastructure spoke to the report saying that health and safety deficiencies identified during an audit of standard operating procedures. They were practices that had been done for a number of years, but were not appropriate, so there was a need to make improvements.

There was discussion around adding additional borrowing on top of what's been committed, and comment that the council shouldn't use carry forwards when the council is in deficit.

Explanation was that typically in a year cycle the council would have some carry forwards, which come to council in October, projects that were on the go but didn't finish. If they carry on in this year, it will take time offsetting things that won't be completed.

Elected members request to show detail of what the \$700,000 of investment would achieve, and whether it was appropriate for health and safety issues to be loan funded, and asked whether improvements should be done at the same time as capital upgrades.

Concern about making decisions in isolation with one another, and officers were requested to provide a new report detailing the spend. It was noted that urgent items were fine to proceed with but for non-urgent items, elected members wanted to see a detailed plan of work over time.

### **Resolution 2024/31**

Moved: Cllr Sally Parker

Seconded: Mayor Nigel Bowen

1. That the Infrastructure Committee request a detailed report on the health and safety improvements required and the prioritisation of those improvements.
2. That any high risk health and safety requirements identified as part of the audit are delegated to the Chief Executive to action.

**Carried**

### **8.5 Update on Overweight Permit use on Roads Servicing the Port**

Group Manager Infrastructure spoke to the report, noting that the risk is minimal in the short term, at a VAI of 1.2, which is 20% over load, the risk to the road is minimal in the short term but long term it will make a difference. However, we are receiving applications coming in up to 1.5 VAI.

He noted that a forum will be set up once Land Transport Unit has the road modelling in place.

It was asked if Fonterra had been engaged to see how they can help us protect our roads to ensure the activity can remain productive in community and business interest.

It was noted that in this case this is mainly a port based activity, and while there are benefits of industry it is costing the ratepayer, as the road is being consumed, and the best way to protect the roads, is to reduce the weight of trucks or increase the level of strength.

A query was asked if Fonterra would provide direct additional funding. It was noted that history would suggest they are not prepared to pay additional for use of roads.

It was noted that larger trucks with more wheels would help lessen the load on the roads, and there was discussion about various axle types.

Disappointment was expressed that that industry have had no contact in the interim. Reflected in the survey, and is a way of building reputation. Industry should have been kept in the loop, and that we had to account for the time lag of vehicles and orders due to global supply chain options.

It was noted that the Land Transport Unit had been in touch with industry over the period through the applications process, and that Timaru is an exception to the rule at the moment running at a VAI of 1.2. A commitment was made to convene a meeting once more information was available.

**Resolution 2024/32**

Moved: Cllr Michelle Pye

Seconded: Deputy Chairperson Gavin Oliver

That the Infrastructure Committee:

1. Receives and notes the update on ISO container permits on Roads servicing the Timaru Port
2. Endorses a dispensation for existing overweight permits on Local Roads servicing the Timaru Port including the maximum of 1.2 VAI permitted to 30 April 2025.

**Carried**

**9 Consideration of Urgent Business Items**

No items of urgent business were received.

**10 Consideration of Minor Nature Matters**

Discussion was had over communications around white bin lids and traffic counters and how they are discussed with the public. It was noted that there were 157 properties on suspended service. The bins are still being presented and are hard to identify by drivers on the truck, which was the main benefit to the scheme.

It was noted that this is the first time we told people about the scheme, which was the same situation with the traffic counter. Bin auditors in place knocking on door and explaining what was wrong and people would be contacted before suspension of service.

**11 Public Forum Items Requiring Consideration**

There were no public forum items.

**12 Exclusion of the Public****Resolution 2024/33**

Moved: Mayor Nigel Bowen

Seconded: Cllr Sally Parker

That the public be excluded from—

- \*(a) the whole of the proceedings of this meeting; or
- \*(b) the following parts of the proceedings of this meeting, namely,—

**13.1 Land Purchase Timaru Cemetery**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
13.1 - Land Purchase Timaru Cemetery	s7(2)(h) - The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	To enable Council to carry out commercial activities

**Carried**

**Note**

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4)Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
  - (a)shall be available to any member of the public who is present; and
  - (b)shall form part of the minutes of the local authority.”

**13 Public Excluded Reports**

**13.1 Land Purchase Timaru Cemetery**

**14 Readmittance of the Public**

**Resolution 2024/34**

Moved: Clr Sally Parker

Seconded: Clr Gavin Oliver

That the meeting moves out of Closed Meeting into Open Meeting.

**Carried**

**The Meeting closed at 3.37pm.**

.....

Clr Sally Parker

**Chairperson**

## 8 Reports

### 8.1 Actions Register Update

**Author:** Rachel Scarlett, Governance Advisor

**Authoriser:** Stephen Doran, Group Manager Corporate and Communications

#### Recommendation

That the Infrastructure Committee receives and notes the updates to the Actions Register.

#### Purpose of Report

- 1 The purpose of this report is to provide the Infrastructure Committee with an update on the status of the action requests raised by councillors at previous Infrastructure Committee meetings.

#### Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy as there is no impact on the service provision, no decision to transfer ownership or control of a strategic asset to or from Council, and no deviation from the Long Term Plan.

#### Discussion

- 3 The Actions register is a record of actions requested by councillors. It includes a status and comments section to update the Infrastructure Committee on the progress of each item.

#### Attachments

1. **Infrastructure Services Actions Required** [↓](#) 



## Information Requested from Councillors (Infrastructure Committee)

<b>Information Requested</b>	Update on Peel Forest Landfill		
<b>Date Raised:</b>	08 August 2023	<b>Status:</b>	Ongoing
<b>Issue Owner</b>	Group Manager Infrastructure	<b>Completed Date:</b>	
<p>Background: The Councillors requested an update on the work at the Peel Forest Landfill.</p> <p>Update: LINZ approval has been granted, and now ECan consent process is ongoing (oral update on timeframe to be provided at the meeting).</p> <p>February 2024 Update: Liaison continues with Aoraki Environmental Consultants. Consent application is almost complete for lodging and work is now commencing on the preparation of tender documentation.</p> <p>March 2024 Update: Report being presented to Infrastructure Committee following requests at last meeting. Consent application is ready to be filed.</p> <p>April 2024 Update: Consents are due to be lodged and work is underway preparing tender documentation. The next funding round for the Ministry for the Environment Contaminated Sites Remediation Fund is late September and we are investigating to see if we are eligible to apply for this. The breakdown of costs to provide clarity to the committee is underway.</p> <p>June 2024 Update: Consent applications have now been lodged and tender documentation is being prepared. Investigation into the Ministry for the Environment Contaminated Sites Remediation Fund continues. The cost breakdown was emailed to Councillors on 2 May 2024.</p> <p>July 2024 Update: Further requests for information were received for the consents and these have been responded to. Application for the Ministry for the Environment Contaminated Sites Remediation Fund which we are seeking to be considered as a priority outside of the usual funding rounds has been submitted. Looking to proceed to expression of interest process for works once funding has been confirmed, this will provide opportunity to contractors to understand the project and obtain necessary pre-qualifications so they are eligible to tender.</p> <p>August 2024 Update: A commissioner's decision has determined that Council is now required to obtain a land use consent for the refuse removal. This will be a limited notification application with owners of Dennistoun Road properties. This is in addition to the Environment Canterbury consent.</p>			

<b>Information Requested</b>	Vehicle Fleet			
<b>Date Raised:</b>	16 April 2024	<b>Status:</b>	Complete	
<b>Issue Owner</b>	Group Manager Infrastructure	<b>Due Date:</b>	27 August 2024	<b>Completed Date:</b> 27 August 2024
<p>Background:  It is requested a report on the vehicle fleet to include additional data then what was provided in the Environmental Services report on the 16 April 2024, including a cost benefit analysis, and the environmental and social benefits of the vehicle fleet, this was requested to be brought to the 11 June 2024 Infrastructure meeting.</p> <p>June 2024 Update: Following the presentation of the report to the Environmental Services Committee on 16 April 2024, a further report is being prepared to present to the Council meeting on 13 August 2024.</p> <p>July 2024 Update: It has been decided that it would be more appropriate for this to be presented back to the Infrastructure Committee rather than Council so is being prepared for the 27 August Infrastructure Committee.</p> <p>August 2024 Update: Report is being presented to the 27 August meeting.</p>				

## 8.2 Temporary Road Closure applications - Section 342 and Schedule 10, Clause 11(e) LGA 1974

**Author:** Selina Kunac, Transport Strategic Advisor  
Susannah Ratahi, Land Transport Manager

**Authoriser:** Andrew Dixon, Group Manager Infrastructure

### Recommendation

That the Infrastructure Committee:

1. Approves temporary closure of George Street (Stafford Street - Station Street) for the International Market on 19 October 2024 from 7am to 1.30pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
2. Approves traffic management costs for the International Market be funded from the Community Events and Programmes budget.
3. Approves temporary closure of Perth Street (Church Street - King George Place) and Sophia Street (Royal Arcade - Perth Street) for the Seafarers' Service on 20 October 2024 from 9.15am to 10am under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
4. Approves traffic management costs for the Seafarers' Service be funded from the Community Events and Programmes budget.
5. Approves temporary closure of Hally Terrace (33 Hally Terrace – 43 Hally Terrace) and Wood Street (5 Wood Street – Hally Terrace) for the Temuka Fire Brigade 150<sup>th</sup> Jubilee Event on 26 October 2024 from 8.30am to 3pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
6. Approves temporary closure of Talbot Street (Hislop Street - Peel Street), Cox Street (Talbot Street - Hislop Street), and Wilson Street (24 Wilson Street - 5 Wilson Street) for the Geraldine Festival on 15 November 2024 from 6am to 5.30pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
7. Approves temporary closure of Hislop Street (Talbot Street - Cox Street) for the Geraldine Festival on 16 November 2024 from 6am to 5.30pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
8. Approves traffic management costs for the Geraldine Festival be funded from the Community Events and Programmes budget.
9. Approves temporary closure of Stafford Street (Woolcombe Street - Beswick Street), Cains Terrace (Stafford Street - Beswick Street) and George Street (Barnard Street - Station Street) for the Alpine Energy Soap Box Derby on 10 November 2024 from 6.30am to 6.30pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
10. Approves traffic management costs for the Alpine Energy Soap Box Derby be funded from the Community Events and Programmes budget.
11. Approves temporary closure of Sheep Dip Road, Wooding Road (Sheep Dip Road - Mees Road), Mees Road, Rice Road, Tait Road (Rice Road - Wooding Road) and Painton Road for

the NZ Silver Fern Rally on 25 November 2024 from 12.20pm to 5.20pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.

12. Approves temporary closure of Fletcher Road, South Boundary Road (Fletcher Road – Galbraith Road), Galbraith Road (South Boundary Road – Spur Hut Road), Spur Hut Road (Galbraith Road – Harney Road) and Harney Road for the NZ Silver Fern Rally on 25 November 2024 from 12.55pm to 5.55pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
13. Approves temporary closure of Limestone Road, Saddle Road (Limestone Road - Coles Road), Coles Road, Matthew Road (Coles Road - Gardiner Road), Gardiner Road, Main Waitohi Road (Gardiner Road - Winchester Hanging Rock Road), Winchester Hanging Rock Road (Main Waitohi Road – Hall Road) and Hall Road for the NZ Silver Fern Rally on 25 November 2024 from 1.45pm to 6.45pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
14. Approves temporary closure of Rockwood Road (500m from intersection with SH8 – Mount Gay Road) and Mount Gay Road for the NZ Silver Fern Rally on 25 November 2024 from 3.55pm to 8.55pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
15. Approves temporary closure of George Street (Stafford Street - Station Street) for the Timaru Christmas Market on 21 December 2024 from 7am to 1.30pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
16. Approves traffic management costs for the Timaru Christmas Market be funded from the Community Events and Programmes budget.

### **Purpose of Report**

- 1 The purpose of this report is to seek the Committee’s approval of temporary road closure application(s), as per Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.

### **Assessment of Significance**

- 2 This matter is deemed to be of low significance under Council’s Significance and Engagement Policy as the process is in accordance with legislation and Council policies. However, it should be acknowledged that due to the nature of, and volumes of visitors expected at, the event(s) proposed, there is likely to be community interest.

### **Background**

- 3 Under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974 Council (or a Committee of the whole) may close any road or part of a road to all traffic or any specified type of traffic (including pedestrian traffic) for a period or periods not exceeding in the aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function. This is provided that no road may be closed for these purposes if that closure would, in the opinion of the council, be likely to impede traffic unreasonably.
- 4 Council officers operate a temporary road closure application process that enables organisations in the Timaru District to apply for temporary road closures for their events. All

applications are assessed against key criteria including event type/activities planned, temporary traffic management arrangements, and impact on stakeholders.

- 5 Council budgets allow for funding of traffic management for community events and the following classification system is used to determine whether events are eligible for this funding and where responsibility for costs is held.

	Commercial Events	Community Events
<b>Definition</b>	Where the primary activity is the sale or marketing of goods or services	Where the primary activity is entertainment, recreation, celebration or commemoration
<b>Responsibility for preparation of temporary traffic management plan (including associated costs).</b>	Event	Council and/or Council's contractor
<b>Responsibility for implementing temporary traffic management plan (including associated costs)</b>	Event	Council and/or Council's contractor

## Discussion

- 6 The following temporary road closure applications have been assessed by Council officers and require decision on approval by the Committee. Records of application assessment including full Council officer recommendations are included as Attachment 1. Council should consider approval or decline of each application individually.

Event Name / Organisation	Event type	Event date and traffic management set up/pack down times	Proposed closure area	Officer recommendation
<b>International Market</b>	Community	19 October 2024 7am – 1.30pm	George Street (Stafford Street to Station Street)	<b>Recommended</b>
<b>Seafarers' Service</b>	Community	20 October 2024 9.15am – 10am	Perth Street (Church Street to King George Place)  Sophia Street (Royal Arcade to Perth Street)	<b>Recommended</b>
<b>Temuka Fire Brigade 150<sup>th</sup> Jubilee Event</b>	Community	26 October 2024 8.30am – 3pm	Hally Terrace (33 Hally Terrace – 43 Hally Terrace)  Wood Street (5 Wood Street – Hally Terrace)	<b>Recommended</b>
<b>Geraldine Festival</b>	Community	15 November 2024 6am – 5.30pm	Talbot Street (Hislop Street to Peel Street) Cox Street (Talbot Street to Hislop Street) Wilson Street (24 Wilson Street to 5 Wilson Street)	<b>Recommended</b>
<b>Geraldine Festival</b>	Community	16 November 2024 6am – 5.30pm	Hislop Street (Talbot Street to Cox Street)	<b>Recommended</b>
<b>Alpine Energy Soap Box Derby</b>	Community	10 November 2024 6.30am – 6.30pm	Stafford Street (Woolcombe Street to Beswick Street), Cains	<b>Recommended</b>

			Terrace (Stafford Street to Beswick Street) and George Street (Barnard Street to Station Street)	
<b>NZ Silver Fern Rally</b>	Commercial	25 November 2024 12.20pm – 5.20pm	Sheep Dip Road Wooding Road (Sheep Dip Road to Mees Road) Mees Road Rice Road Tait Road (Rice Road to Wooding Road) Painton Road	<b>Recommended</b>
<b>NZ Silver Fern Rally</b>	Commercial	25 November 2024 12.55pm-5.55pm	Fletcher Road South Boundary Road (Fletcher Road – Galbraith Road) Galbraith Road (South Boundary Road – Spur Hut Road) Spur Hut Road (Galbraith Road – Harney Road) Harney Road	<b>Recommended</b>
<b>NZ Silver Fern Rally</b>	Commercial	25 November 2024 1.45pm – 6.45pm	Limestone Road Saddle Road (Limestone Road to Coles Road) Coles Road Matthew Road (Coles Road to Gardiner Road) Gardiner Road Main Waitohi Road (Gardiner Road to Winchester Hanging Rock Road) Winchester Hanging Rock Road (Main Waitohi Road – Hall Road) Hall Road	<b>Recommended</b>
<b>NZ Silver Fern Rally</b>	Commercial	25 November 2024 3.55pm – 8.55pm	Rockwood Road (500m from intersection with SH8 – Mount Gay Road) Mount Gay Road	<b>Recommended</b>
<b>Timaru Christmas Market</b>	Community	21 December 2024 7am – 1.30pm	George Street (Stafford Street to Station Street)	<b>Recommended</b>

### Options and Preferred Option

7 Option one is that the Committee:

- approves the following applications for temporary road closure under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974, including all conditions proposed by Officers:

Event Name / Organisation	Event type	Event date and time	Proposed closure area
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<b>International Market</b> <i>Timaru Artisan Farmers Market</i>	Community	19 October 2024 7am – 1.30pm	George Street (Stafford Street to Station Street)
<b>Seafarers' Service</b> <i>St Mary's Church</i>	Community	20 October 2024 9.15am – 10am	Perth Street (Church Street to King George Place) Sophia Street (Royal Arcade to Perth Street)
<b>Temuka Fire Brigade 150<sup>th</sup> Jubilee Event</b>	Community	26 October 2024 8.30am – 3pm	Hally Terrace (33 Hally Terrace – 43 Hally Terrace) Wood Street (5 Wood Street – Hally Terrace)
<b>Geraldine Festival</b>	Community	Friday 15 November, from 6am – 5.30pm	Talbot Street (Hislop Street to Peel Street) Cox Street (Talbot Street to Hislop Street) Wilson Street (24 Wilson Street to 5 Wilson Street)
<b>Geraldine Festival</b>	Community	Saturday 16 November, from 6am – 5.30pm	Hislop Street (Talbot Street to Cox Street)
<b>Alpine Energy Soap Box Derby</b>	Community	10 November 2024 6.30am – 6.30pm	Stafford Street (Woolcombe Street to Beswick Street), Cains Terrace (Stafford Street to Beswick Street) and George Street (Barnard Street to Station Street)
<b>NZ Silver Fern Rally</b>	Commercial	25 November 2024 12.20pm – 5.20pm	Sheep Dip Road Wooding Road (Sheep Dip Road to Mees Road) Mees Road Rice Road Tait Road (Rice Road to Wooding Road) Painton Road
<b>NZ Silver Fern Rally</b>	Commercial	25 November 2024 12.55pm-5.55pm	Fletcher Road South Boundary Road (Fletcher Road – Galbraith Road) Galbraith Road (South Boundary Road – Spur Hut Road) Spur Hut Road (Galbraith Road – Harney Road) Harney Road
<b>NZ Silver Fern Rally</b>	Commercial	25 November 2024 1.45pm – 6.45pm	Limestone Road Saddle Road (Limestone Road to Coles Road) Coles Road Matthew Road (Coles Road to Gardiner Road) Gardiner Road

			Main Waitohi Road (Gardiner Road to Winchester Hanging Rock Road) Winchester Hanging Rock Road (Main Waitohi Road – Hall Road) Hall Road
<b>NZ Silver Fern Rally</b>	Commercial	25 November 2024 3.55pm – 8.55pm	Rockwood Road (500m from intersection with SH8 – Mount Gay Road) Mount Gay Road
<b>Timaru Christmas Market</b>	Community	21 December 2024 7am – 1.30pm	George Street (Stafford Street to Station Street)

- This option incurs some cost to Council as outlined in the Financial Implications section below. These costs are within available budgets. Option 1 is the preferred option.

- 8 Option two is that the Committee approves the temporary road closure applications as per Option 1, under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974, with additional conditions to be advised by the Committee. This option incurs some cost to Council as outlined in the Financial Implications section below.
- 9 Option three is that the Committee advises alternate decisions to approve and/or decline the temporary road closure applications under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974, including advising any additional conditions if applicable. This option may result in the proposed event or events being unable to proceed as planned and cancelled.

### Consultation

- 10 Under the Local Government Act 1974 Schedule 10, Council is required to:
- Publicly notify the intent to temporarily close roads for events
  - Publicly notify Council/Committee decisions to temporarily close roads for events
  - Consult with NZ Police and New Zealand Transport Agency prior to approving temporary road closures for events.
- Council officers have undertaken requirements a) and c) for all applications considered in this report.
  - The attached application review records outline feedback received from NZ Police and New Zealand Transport Agency (Attachment 1).
- 11 The temporary road closure application process requires applicants to produce a communications plan advising how they intend to communicate with key stakeholders and people impacted by the event. Communications plans for all applications considered in this report have been received and approved by Council officers. Implementation of these plans is noted as a condition of approval should the temporary road closure proceed. Council officers would further notify emergency services of confirmed closures.

### Relevant Legislation, Council Policy and Plans

- 12 Local Government Act 1974
- 13 Timaru District Council Long Term Plan 2024-34



## Financial and Funding Implications

- 14 Council has an approved Community Events and Programmes budget of \$100,000 (excluding GST) for the current financial year within the Land Transport activity, which provides funding for traffic management for community events.
- 15 The following costs would be incurred by Council if these community events were approved to proceed (all costs are estimates and exclude GST):

Event Name	Cost to prepare temporary traffic management plan (excl GST)	Cost to implement temporary traffic management plan (excl GST)
International Market	\$450.00	\$2135.00
Seafarers' Service	\$450.00	\$2135.00
Geraldine Festival	\$450.00	\$5170.00
Alpine Energy Soap Box Derby	\$450.00	\$2135.00
Timaru Christmas Market	\$450.00	\$2135.00
<i>Subtotals</i>	\$2250.00	\$13,710.00
<b>TOTAL (for approval in this paper)</b>	<b>\$15,960.00</b>	
Previously approved	\$6,995.00	
Cost to date	\$22,995 (remaining budget \$77,005)	

- 16 The Committee should note that the NZ Silver Fern Rally (a commercial event) will be covering the costs of their own traffic management. The Temuka Fire Brigade Jubilee (a community event) have also submitted that they will cover the cost of traffic management for their event.

## Other Considerations

- 17 Council officers consider that temporary road closure presents some reputational, financial and health and safety risks to Council, however, these are mitigated by the proposed conditions of road closure including planned communications activity, provision of insurance cover and compliance with relevant regulations, legislation and bylaws respectively.

## Attachments

1. **Application Review Records - Temporary Road Closures for Events - Infrastructure Committee 27 August** [↓](#) 

# Temporary Road Closure

## Application Review Form

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	International Market
Event organisation:	Timaru Artisan Farmers Market
Event contact details:	Andrea Hutton
Event date/time:	19 October 2024, 7am – 1.30pm
Road/road section to be closed:	George Street (Stafford Street to Station Street)
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
<p>That Timaru District Council (or a Committee of the whole) approve temporary closure of George Street (Stafford Street to Station Street) for the International Market on 19 October 2024 from 7am – 1.30pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.</p> <p>That Timaru District Council (or a Committee of the whole) approve traffic management costs for the International Market to be funded from the Community Events and Programmes budget.</p>	
<p>That approval is subject to the following conditions:</p> <ul style="list-style-type: none"><li>• That the Timaru Artisan Farmers Market has public liability insurance in place for the event, covering a minimum of \$1,000,000.</li><li>• that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan</li><li>• that communications activity is undertaken in accordance with the approved communications plan</li><li>• that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff.</li><li>• that the Timaru Artisan Farmers Market will meet the cost of any damage to public property, including roads, caused by the event.</li><li>• that following the event, all streets and surrounding areas will be left in a clean and tidy condition.</li><li>• that the Timaru Artisan Farmers Market will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management).</li></ul>	
Costs	
\$2585.00 + GST	
Officer Name: Rachel Hermens	Officer date: 13 August 2024

## Application Assessment

Information checklist	
Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	Yes
Applicant has supplied Communications Plan	Yes
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	NA
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	Yes
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	Yes

Applicant has satisfied all information requirements	Yes
<b>Officer comments:</b> Nil.	

NZTA / NZ Police Consultation	
<b>NZTA</b>	
<b>Contact name:</b>	NZTA Operations Team/ Theresa Allan
<b>NZTA comments and TDC actions (if applicable):</b>	No objections received.
<b>NZ Police</b>	
<b>Contact name:</b>	Victoria Walker
<b>NZ Police comments and TDC actions (if applicable):</b>	No objections received.

Communications plan	
<b>Communications Plan provides the following information:</b> <ul style="list-style-type: none"> <li>• Lists affected stakeholders</li> <li>• Describes how stakeholders will be affected by temporary road closure</li> <li>• Outlines key messages</li> <li>• Includes action/implementation plan detailing how and when stakeholders will be communicated with</li> <li>• Includes procedure for managing complaints</li> <li>• Includes procedure for how the plan will be monitored</li> </ul>	Yes

<b>Communications Plan is approved:</b>	<b>Yes</b>
<b>Officer comments</b> Noted early communications needed with affected businesses to manage disruptions to parking.	

<b>Traffic management</b>	
<b>COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved</b>	<b>NA</b>
<b>Officer comments:</b>	
<b>COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved</b>	<b>See Officer Comment</b>
<b>TTMP Preparation costs</b>	<b>\$450.00 + GST</b>
<b>Estimated TTMP Implementation costs</b>	<b>\$2135.00 + GST</b>
<b>Officer comments:</b> TTMP to be ordered and approved following Council decision.	

<b>Key dates</b>	
<b>Action</b>	<b>Date</b>
Advertising intent of road closure	<b>15 August 2024</b>
<b>Council/Committee report due</b>	<b>13 August 2024</b>
<b>Council/Committee decision</b>	<b>27 August 2024</b>
Advertising confirmation of road closure	<b>September 2024</b>

# Temporary Road Closure

## Application Review Form

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	Seafarers' Service
Event organisation:	St Mary's Church
Event contact details:	Sharleyne Diamond
Event date/time:	20 October 2024 9.15am-10am
Road/road section to be closed:	Perth Street (Church Street to King George Place) Sophia Street (Royal Arcade to Perth Street)
Event type:	Community

<b>Officer application assessment result</b>	<b>Recommended</b>
Recommendations	
<p>That Timaru District Council (or a Committee of the whole) approve temporary closure of Perth Street (Church Street to King George Place) to Sophia Street (Royal Arcade to Perth Street) for the Seafarer's Service on 20 October 2024 from 9.15am – 10am under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.</p> <p>That Timaru District Council (or a Committee of the whole) approve traffic management costs for the Seafarers' Service to be funded from the Community Events and Programmes budget.</p>	
<p>That approval is subject to the following conditions:</p> <ul style="list-style-type: none"><li>• that St Mary's Church has public liability insurance in place for the event, covering a minimum of \$1,000,000.</li><li>• that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan</li><li>• that communications activity is undertaken in accordance with the approved communications plan</li><li>• that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff.</li><li>• that St Mary's Church will meet the cost of any damage to public property, including roads, caused by the event.</li><li>• that following the event, all streets and surrounding areas will be left in a clean and tidy condition.</li><li>• that St Mary's Church will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management).</li></ul>	
Costs	
\$2585.00 + GST	
<b>Officer Name:</b> Rachel Hermens	<b>Officer date:</b> 13 August 2024

### Application Assessment

Information checklist	
Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	No
Applicant has supplied Communications Plan	Yes
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	NA
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	Yes
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	Yes

Applicant has satisfied all information requirements	No
<b>Officer comments:</b> Officer recommendation to approve is subject to condition that applicant provides proof of public liability insurance held.	

NZTA / NZ Police Consultation	
<b>NZTA</b>	
Contact name:	NZTA Operations Team/Theresa Allan
NZTA comments and TDC actions (if applicable):	No objections received.
<b>NZ Police</b>	
Contact name:	Victoria Walker
NZ Police comments and TDC actions (if applicable):	No objections received.

Communications plan	
Communications Plan provides the following information: <ul style="list-style-type: none"> <li>• Lists affected stakeholders</li> <li>• Describes how stakeholders will be affected by temporary road closure</li> <li>• Outlines key messages</li> <li>• Includes action/implementation plan detailing how and when stakeholders will be communicated with</li> <li>• Includes procedure for managing complaints</li> <li>• Includes procedure for how the plan will be monitored</li> </ul>	Yes

Communications Plan is approved:	Yes
Officer comments	

Traffic management	
COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved	NA
Officer comments:	
COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved	See Officer Comment
TTMP Preparation costs	\$450.00 + GST
Estimated TTMP Implementation costs	\$2135.00 + GST
Officer comments: TTMP to be ordered and approved following Council decision.	

Key dates	
Action	Date
Advertising intent of road closure	22 August 2024
Council/Committee report due	13 August 2024
Council/Committee decision	27 August 2024
Advertising confirmation of road closure	October 2024

# Temporary Road Closure

## Application Review Form

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	Temuka Fire Brigade 150 <sup>th</sup> Jubilee Event
Event organisation:	Temuka Fire Brigade
Event contact details:	Paul Milne
Event date/time:	26 October 2024 and 27 October 2024, 9.30am -2.30pm
Road/road section to be closed:	<p><b><u>Saturday 26 October 2024 8.30am – 3pm</u></b>  <b>Hally Terrace (33 Hally Terrace – 43 Hally Terrace)</b>  <b>Wood Street (5 Wood Street – Hally Terrace)</b></p> <p><b>Detour Routes:</b>            Commerce Street (6 Commerce Street – Hally Terrace)            Dyson Street (9 Dyson Street – Hally Terrace)            King Street (186 King Street – 141 King Street)            Wilmshurst Street (55 Wilmshurst Street – Hally Terrace)            King Street SH1 to be used as Detour Route.</p>
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
<p>That Timaru District Council (or a Committee of the whole) approve temporary closure of Hally Terrace (33 Hally Terrace – 43 Hally Terrace) and Wood Street (5 Wood Street to Hally Terrace) for the Temuka Fire Brigade 150<sup>th</sup> Jubilee Event on 26 October 2024 from 8.30am-3pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.</p>	
<p>That approval is subject to the following conditions:</p> <ul style="list-style-type: none"> <li>that the Temuka Fire Brigade has public liability insurance in place for the event, covering a minimum of \$1,000,000.</li> <li>that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan</li> <li>that communications activity is undertaken in accordance with the approved communications plan</li> <li>that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff.</li> <li>that the Temuka Fire Brigade will meet the cost of any damage to public property, including roads, caused by the event.</li> <li>that following the event, all streets and surrounding areas will be left in a clean and tidy condition.</li> <li>that the Temuka Fire Brigade will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management).</li> </ul>	



Costs	
No costs to Council.	
<b>Officer Name: Rachel Hermens</b>	<b>Officer review date: 13 August 2024</b>

## Application Assessment

Information checklist	
Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	No
Applicant has supplied Communications Plan	Yes
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	Yes
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	NA
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	No

Applicant has satisfied all information requirements	Yes / No
<b>Officer comments:</b> Officer recommendation for approval is conditional upon receipt of evidence of public liability insurance held and receipt of signed and dated application form section 5 declaration.	

NZTA / NZ Police Consultation	
<b>NZTA</b>	
<b>Contact name:</b>	<b>NZTA Ops team/Theresa Allen</b>
<b>NZTA comments and TDC actions (if applicable):</b>	No objections received.
<b>NZ Police</b>	
<b>Contact name:</b>	<b>Victoria Walker</b>
<b>NZ Police comments and TDC actions (if applicable):</b>	No objections received.

Communications plan
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<b>Communications Plan provides the following information:</b> <ul style="list-style-type: none"> <li>• Lists affected stakeholders</li> <li>• Describes how stakeholders will be affected by temporary road closure</li> <li>• Outlines key messages</li> <li>• Includes action/implementation plan detailing how and when stakeholders will be communicated with</li> <li>• Includes procedure for managing complaints</li> <li>• Includes procedure for how the plan will be monitored</li> </ul>	Yes
<b>Communications Plan is approved:</b>	Yes
<b>Officer comments:</b> Nil.	

Traffic management	
<b>COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved</b>	NA
<b>Officer comments:</b>	
<b>COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved</b>	NA
<b>TTMP Preparation costs</b>	\$
<b>Estimated TTMP Implementation costs</b>	\$
<b>Officer comments:</b> Event has supplied their own temporary traffic management plan and this has been approved. The event is covering the cost of their own traffic management.	

Key dates	
Action	Date
Advertising intent of road closure <i>Probably need to make sure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	15 August 2024
<b>Council/Committee report due</b>	13 August 2024
<b>Council/Committee decision</b>	27 August 2024
Advertising confirmation of road closure	October 2024

# Temporary Road Closure

## Application Review Form

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	Geraldine Festival
Event organisation:	Geraldine District Development and Promotions Association
Event contact details:	Alex Thorpe
Event date/time:	15 + 16 November 2024, 9am – 4pm
Road/road section to be closed:	<p><b><u>Friday 15 November, from 6am – 5.30pm</u></b>                      Talbot Street (Hislop Street to Peel Street)                      Cox Street (Talbot Street to Hislop Street)                      Wilson Street (24 Wilson Street to 5 Wilson Street)</p> <p><b><u>Saturday 16 November, from 6am – 5.30pm</u></b>                      Hislop Street (Talbot Street to Cox Street)</p>
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
<p>That Timaru District Council (or a Committee of the whole) approve temporary closure of the following road sections for the Geraldine Festival on the following dates/times under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974:</p> <p><b><u>Friday 15 November, from 6am – 5.30pm</u></b>                      Talbot Street (Hislop Street to Peel Street)                      Cox Street (Talbot Street to Hislop Street)                      Wilson Street (24 Wilson Street to 5 Wilson Street)</p> <p><b><u>Saturday 16 November, from 6am – 5.30pm</u></b>                      Hislop Street (Talbot Street to Cox Street)</p> <p>That Timaru District Council (or a Committee of the whole) approve traffic management costs for the Geraldine Festival to be funded from the Community Events and Programmes budget.</p> <p>That approval is subject to the following conditions:</p> <ul style="list-style-type: none"> <li>• that the Geraldine District Development and Promotions Association has public liability insurance in place for the event, covering a minimum of \$1,000,000.</li> <li>• that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan</li> <li>• that communications activity is undertaken in accordance with the approved communications plan</li> <li>• that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff.</li> <li>• that the Geraldine District Development and Promotions Association will meet the cost of any damage to public property, including roads, caused by the event.</li> </ul>	

<ul style="list-style-type: none"> <li>that following the event, all streets and surrounding areas will be left in a clean and tidy condition.</li> <li>that the Geraldine District Development and Promotions Association will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management).</li> </ul>
<b>Costs</b>
\$5620.00 + GST
<b>Officer Name: Rachel Hermens</b> <span style="float: right;"><b>Officer review date: 13 August 2024</b></span>

## Application Assessment

Information checklist	
Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	Yes
Applicant has supplied Communications Plan	Yes
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	NA
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	Yes
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	Yes

<b>Applicant has satisfied all information requirements</b>	<b>Yes</b>
<b>Officer comments:</b> No map provided however road description is sufficient.	

NZTA / NZ Police Consultation	
<b>NZTA</b>	
<b>Contact name:</b>	<b>NZTA Operations Team/Theresa Allen</b>
<b>NZTA comments and TDC actions (if applicable):</b>	No objections received.
<b>NZ Police</b>	
<b>Contact name:</b>	<b>Victoria Walker</b>

<b>NZ Police comments and TDC actions (if applicable):</b>	No objections received.
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<b>Communications plan</b>	
<b>Communications Plan provides the following information:</b> <ul style="list-style-type: none"> <li>• Lists affected stakeholders</li> <li>• Describes how stakeholders will be affected by temporary road closure</li> <li>• Outlines key messages</li> <li>• Includes action/implementation plan detailing how and when stakeholders will be communicated with</li> <li>• Includes procedure for managing complaints</li> <li>• Includes procedure for how the plan will be monitored</li> </ul>	Yes
Communications Plan is approved:	Yes
Officer comments: Nil.	

<b>Traffic management</b>	
<b>COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved</b>	NA
Officer comments:	
<b>COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved</b>	See Officer Comment
<b>TTMP Preparation costs</b>	\$450.00 + GST
<b>Estimated TTMP Implementation costs</b>	\$5170.00 + GST
Officer comments: TTMP to be ordered and approved following Council decision.	

<b>Key dates</b>	
Action	Date
Advertising intent of road closure	15 August 2024
<b>Council/Committee report due</b>	<b>13 August 2024</b>
<b>Council/Committee decision</b>	<b>27 August 2024</b>
Advertising confirmation of road closure	October 2024

# Temporary Road Closure

## Application Review Form

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	Alpine Energy Soap Box Derby
Event organisation:	Soap Box Derby
Event contact details:	Shannon Hardacre
Event date/time:	Sunday 10 <sup>th</sup> November 2024, 6.30am – 6.30pm
Road/road section to be closed:	Stafford Street (Woolcombe Street to Beswick Street), Cains Terrace (Stafford Street to Beswick Street) and George Street (Barnard Street to Station Street)
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
<p>That Timaru District Council (or a Committee of the whole) approve temporary closure of Stafford Street (Woolcombe Street to Beswick Street), Cains Terrace (Stafford Street to Beswick Street) and George Street (Barnard Street to Station Street) for the Alpine Energy Soap Box Derby on Sunday 10<sup>th</sup> November 2024 from 6.30am to 6.30pm, under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.</p> <p>That Timaru District Council (or a Committee of the whole) approve traffic management costs for the Alpine Energy Soap Box Derby to be funded from the Community Events and Programmes budget.</p> <p>That approval is subject to the following conditions:</p> <ul style="list-style-type: none"> <li>that the Soap Box Derby has public liability insurance in place for the event, covering a minimum of \$1,000,000.</li> <li>that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan.</li> <li>that communications activity is undertaken in accordance with the approved communications plan.</li> <li>that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff.</li> <li>that the Soap Box Derby will meet the cost of any damage to public property, including roads, caused by the event.</li> <li>that following the event, all streets and surrounding areas will be left in a clean and tidy condition.</li> <li>that the Soap Box Derby will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management).</li> </ul>	
Costs	
\$2585.00 + GST	
Officer Name: Rachel Hermens	Officer date: 7 August 2024

## Application Assessment

Information checklist	
Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	No
Applicant has supplied Communications Plan	Yes
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	NA
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	Yes
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	Yes

Applicant has satisfied all information requirements	No
<b>Officer comments:</b> Applicant is yet to supply evidence of public liability insurance held for event. Approval will be conditional upon receipt of this by Council officers by Friday 1 <sup>st</sup> November 2024.	

NZTA / NZ Police Consultation	
<b>NZTA</b>	
<b>Contact name:</b>	NZTA Operations Team/Theresa Allen.
<b>NZTA comments and TDC actions (if applicable):</b>	No objections received.
<b>NZ Police</b>	
<b>Contact name:</b>	Victoria Walker.
<b>NZ Police comments and TDC actions (if applicable):</b>	No objections received.

Communications plan	
<b>Communications Plan provides the following information:</b> <ul style="list-style-type: none"> <li>• Lists affected stakeholders</li> <li>• Describes how stakeholders will be affected by temporary road closure</li> <li>• Outlines key messages</li> </ul>	Yes

<ul style="list-style-type: none"> <li>• Includes action/implementation plan detailing how and when stakeholders will be communicated with</li> <li>• Includes procedure for managing complaints</li> <li>• Includes procedure for how the plan will be monitored</li> </ul>	
Communications Plan is approved:	Yes
Officer comments	

Traffic management	
COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved	NA
Officer comments:	
COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved	See Officer Comment
TTMP Preparation costs	\$450.00 + GST
Estimated TTMP Implementation costs	\$2135.00 + GST
Officer comments: TTMP to be ordered and approved following Council decision.	

Key dates	
Action	Date
Advertising intent of road closure	15 August 2024
Council/Committee report due	13 August 2024
Council/Committee decision	27 August 2024
Advertising confirmation of road closure	September 2024



# Temporary Road Closure

## Application Review Form

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	NZ Silver Fern Rally
Event organisation:	Ultimate Rally Group
Event contact details:	Keith Williams
Event date/time:	25 November 2024
Road/road section to be closed:	<p><b><u>12.20pm – 5.20pm</u></b>                      Sheep Dip Road                      Wooding Road (Sheep Dip Road to Mees Road)                      Mees Road                      Rice Road                      Tait Road (Rice Road to Wooding Road)                      Painton Road</p> <p><b><u>12.55pm-5.55pm</u></b>                      Fletcher Road                      South Boundary Road (Fletcher Road – Galbraith Road)                      Galbraith Road (South Boundary Road – Spur Hut Road)                      Spur Hut Road (Galbraith Road – Harney Road)                      Harney Road</p> <p><b><u>1.45pm – 6.45pm</u></b>                      Limestone Road                      Saddle Road (Limestone Road to Coles Road)                      Coles Road                      Matthew Road (Coles Road to Gardiner Road)                      Gardiner Road                      Main Waitohi Road (Gardiner Road to Winchester Hanging Rock Road)                      Winchester Hanging Rock Road (Main Waitohi Road – Hall Road)                      Hall Road</p> <p><b><u>3.55pm – 8.55pm</u></b>                      Rockwood Road (500m from intersection with SH8 – Mount Gay Road)                      Mount Gay Road</p>
Event type:	Commercial

Officer application assessment result	Recommended
Recommendations	

That Timaru District Council (or a Committee of the whole) **approve** temporary closure of **the following road sections** for the **NZ Silver Fern Rally on Monday 25<sup>th</sup> November 2024** under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974:

**12.20pm – 5.20pm**

Sheep Dip Road  
Wooding Road (Sheep Dip Road to Mees Road)  
Mees Road  
Rice Road  
Tait Road (Rice Road to Wooding Road)  
Painton Road

**12.55pm-5.55pm**

Fletcher Road  
South Boundary Road (Fletcher Road – Galbraith Road)  
Galbraith Road (South Boundary Road – Spur Hut Road)  
Spur Hut Road (Galbraith Road – Harney Road)  
Harney Road

**1.45pm – 6.45pm**

Limestone Road  
Saddle Road (Limestone Road to Coles Road)  
Coles Road  
Matthew Road (Coles Road to Gardiner Road)  
Gardiner Road  
Main Waitohi Road (Gardiner Road to Winchester Hanging Rock Road)  
Winchester Hanging Rock Road (Main Waitohi Road – Hall Road)  
Hall Road

**3.55pm – 8.55pm**

Rockwood Road (500m from intersection with SH8 – Mount Gay Road)  
Mount Gay Road

That approval is subject to the following conditions:

- that the Ultimate Rally Group has public liability insurance in place for the event, covering a minimum of \$1,000,000.
- that Ultimate Rally Group supply a temporary traffic management plan for this event, that this traffic management plan is approved, and that temporary closure is undertaken in accordance with the approved plan.
- that the Ultimate Rally Group supply a communications plan for approval by Council officers, and that communications activity is undertaken in accordance with the approved communications plan.
- that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff.
- that the Ultimate Rally Group will meet the cost of any damage to public property, including roads, caused by the event.
- that following the event, all streets and surrounding areas will be left in a clean and tidy condition.
- that the Ultimate Rally Group will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management).

**Costs**

No traffic management costs incurred by Council.

**Officer Name: Rachel Hermens**

**Officer date: 13 August 2024**

## Application Assessment

Information checklist	
Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	No
Applicant has supplied Communications Plan	No
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	No
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	NA
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	Yes

Applicant has satisfied all information requirements	Yes / No
<b>Officer comments:</b> Officer recommendation to approve is subject to conditions that applicant supply proof of public liability insurance held, provides communications plan and that a traffic management plan is supplied and approved.	

NZTA / NZ Police Consultation	
<b>NZTA</b>	
<b>Contact name:</b>	<b>NZTA Operations Team/Theresa Allen</b>
<b>NZTA comments and TDC actions (if applicable):</b>	No objections received.
<b>NZ Police</b>	
<b>Contact name:</b>	<b>Victoria Walker</b>
<b>NZ Police comments and TDC actions (if applicable):</b>	No objections received.

Communications plan	
<b>Communications Plan provides the following information:</b> <ul style="list-style-type: none"> <li>• Lists affected stakeholders</li> <li>• Describes how stakeholders will be affected by temporary road closure</li> <li>• Outlines key messages</li> <li>• Includes action/implementation plan detailing how and when stakeholders will be communicated with</li> <li>• Includes procedure for managing complaints</li> </ul>	Partially

• Includes procedure for how the plan will be monitored	
Communications Plan is approved:	No
<b>Officer comments</b> Applicant has advised that communications plan is being prepared. Officer recommendation to approve is subject to condition that applicant supply this.	

Traffic management	
COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved	No
<b>Officer comments:</b> Applicant is funding their own traffic management for this event. Officer recommendation to approve is subject to a temporary traffic management plan being supplied and approved.	
COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved	N/A
TTMP Preparation costs	\$
Estimated TTMP Implementation costs	\$
<b>Officer comments:</b>	

Key dates	
Action	Date
Advertising intent of road closure <i>Probably need to make sure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	22 August 2024
Council/Committee report due	13 August 2024
Council/Committee decision	27 August 2024
Advertising confirmation of road closure	November 2024

# Temporary Road Closure

## Application Review Form

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	Timaru Christmas Market
Event organisation:	Timaru Artisan Farmers Market
Event contact details:	Andrea Hutton
Event date/time:	21 <sup>st</sup> December 2024, 7am – 1.30pm
Road/road section to be closed:	George Street (Stafford Street to Station Street)
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
<p>That Timaru District Council (or a Committee of the whole) approve temporary closure of George Street (Stafford Street to Station Street) for the Timaru Christmas Market on 21<sup>st</sup> December 2024 from 7am to 1.30pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.</p> <p>That Timaru District Council (or a Committee of the whole) approve traffic management costs for the Timaru Christmas Market to be funded from the Community Events and Programmes budget.</p> <p>That approval is subject to the following conditions:</p> <ul style="list-style-type: none"> <li>that the Timaru Artisan Farmers Market has public liability insurance in place for the event, covering a minimum of \$1,000,000.</li> <li>that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan</li> <li>that communications activity is undertaken in accordance with the approved communications plan</li> <li>that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff.</li> <li>that the Timaru Artisan Farmers Market will meet the cost of any damage to public property, including roads, caused by the event.</li> <li>that following the event, all streets and surrounding areas will be left in a clean and tidy condition.</li> <li>that the Timaru Artisan Farmers Market will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management).</li> </ul>	
Costs	
\$2585.00 + GST	
<b>Officer Name:</b> Rachel Hermens	<b>Officer date:</b> 13 August 2024

## Application Assessment

Information checklist	
Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	Yes
Applicant has supplied Communications Plan	Yes
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	NA
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	Yes
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	Yes

Applicant has satisfied all information requirements	Yes
<b>Officer comments: nil.</b>	

NZTA / NZ Police Consultation	
<b>NZTA</b>	
<b>Contact name:</b>	NZTA Operations Team/ Theresa Allan
<b>NZTA comments and TDC actions (if applicable):</b>	No objections received.
<b>NZ Police</b>	
<b>Contact name:</b>	Victoria Walker
<b>NZ Police comments and TDC actions (if applicable):</b>	No objections received.

Communications plan	
<b>Communications Plan provides the following information:</b> <ul style="list-style-type: none"> <li>• Lists affected stakeholders</li> <li>• Describes how stakeholders will be affected by temporary road closure</li> <li>• Outlines key messages</li> <li>• Includes action/implementation plan detailing how and when stakeholders will be communicated with</li> <li>• Includes procedure for managing complaints</li> <li>• Includes procedure for how the plan will be monitored</li> </ul>	Yes

<b>Communications Plan is approved:</b>	<b>Yes</b>
<b>Officer comments</b> Noted that communication with affected businesses will need to be early due to disruption to car parking during busy Christmas period.	

<b>Traffic management</b>	
<b>COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved</b>	<b>NA</b>
<b>Officer comments:</b>	
<b>COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved</b>	<b>See Officer Comment</b>
<b>TTMP Preparation costs</b>	<b>\$450.00 + GST</b>
<b>Estimated TTMP Implementation costs</b>	<b>\$2135.00 + GST</b>
<b>Officer comments:</b> TTMP to be ordered and approved following Council decision.	

<b>Key dates</b>	
<b>Action</b>	<b>Date</b>
Advertising intent of road closure <i>Probably need to make sure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	<b>22 August 2024</b>
<b>Council/Committee report due</b>	<b>13 August 2024</b>
<b>Council/Committee decision</b>	<b>27 August 2024</b>
Advertising confirmation of road closure	<b>December 2024</b>

### 8.3 Timaru District Council Vehicle Fleet

**Author:** Jacky Clarke, Programme Delivery Manager

**Authoriser:** Andrew Dixon, Group Manager Infrastructure

#### Recommendation

1. That the Timaru District Council Vehicle Fleet report be received and noted.
2. That this item on the actions register be closed.

#### Purpose of Report

- 1 To provide an update on the Timaru District Council vehicle fleet as requested and noted in the Actions Register.

#### Assessment of Significance

- 2 This matter is considered of low significance in terms of the TDC Significance and Engagement Policy. It relates mostly to internal management and is consistent with Council policies and plans.

#### Discussion

- 3 At the Environmental Services Meeting on 16 April 2024, a report was presented regarding the de-carbonisation opportunities for the Council's vehicle fleet. A further report was requested to provide details about the current fleet, how it is managed and the tracking of vehicles.
- 4 Timaru District Council currently has a fleet of 65 vehicles. 31 of these are diesel, 15 are petrol and 19 are hybrid. There has been a recent move towards hybrid vehicles subject to funding constraints as these vehicles are generally a higher cost and availability. Electric vehicles have been considered, however, there are no charging facilities presently available at Council sites. Options to resolve this are currently being considered but will not be available until 2025. It is also important to consider the nature of Council business and the need for all of the fleet to be used in an emergency or used in remote areas where power supply maybe unreliable. Another factor is ensuring vehicles are fit for purpose and electric vehicles available are generally not suited to off road terrain.
- 5 Council policy requires vehicles within the fleet to be purchased through the 'All of Government' (AOG) contract which provides Council with discounted pricing directly from several vehicle suppliers. Not all vehicle makes are part of the AOG purchase scheme.
- 6 When considering vehicles to purchase, safety rating and usage are important considerations. Some Council teams require vehicles that have off-road capabilities, large carrying space for specialised tools and specialised equipment such as field operations and project management teams.
- 7 Most Council vehicles are fitted with vehicle tracking systems. This is critical, in particular for lone workers and as part of this, each vehicle is also fitted with a duress alarm which can either be manually triggered or in the event of an accident which automatically notifies through to team members tasked with monitoring the system.



- 8 All vehicles in the fleet also have either manufacturer roadside assist or Automobile Association assist.
- 9 Council policy is that the vehicles are generally replaced at either 100,000kms or every 5 years for utility vehicles or 3 years for all other vehicles. This is considered a guideline and to reduce Council expenditure vehicles are kept longer than 5 years unless maintenance costs are high. Keeping vehicles longer also assists with climate change mitigation as there is a large carbon component in manufacturing vehicles.
- 10 At present the composition of our vehicle fleet includes 59 vehicles designated to individual units and 6 pool vehicles, this structure was established to provide Council with the best operational efficiency. However, utilisation rates have changed and this is currently under review.
- 11 Designated vehicles are assigned to specific Council teams to ensure availability for frequent travel and ensure vehicles are fit for purpose such as 4WD capability or specialist equipment fit-outs. Field officers require vehicles equipped with specialised equipment (beacons, radios, calibrated measuring devices) and storage to perform the duties efficiently. By assigning dedicated vehicles to certain roles reduces downtime and increases productivity by ensuring that officers have immediate access to transportation. Teams with consistent and predictable transportation needs benefit from having designated vehicles to streamline operations.
- 12 The Pool vehicles are available for use by multiple officers or teams. Pool vehicles reduce the overall cost of fleet ownership by maximising utilisation and minimising the number of underutilised vehicles. Maintenance and fuel costs can be spread across multiple users leading to more efficient budget allocation. Pool vehicles provide flexibility for employees who need occasional access to transportation.
- 13 The administration of the fleet that includes all licencing, repairs of vehicles, fuel consumption monitoring, vehicle tracking system and purchasing is managed in-house. The costs of the fleet for the last financial year are shown in the table below.

<b>Fleet Operation Costs FY23/24 (Actual)</b>	
Fuel	\$198,889
Insurance	\$74,705
Vehicle tracking	\$53,040
Other operational costs	\$89,966
<b>Total Fleet Cost</b>	<b>\$416,600</b>
<b>Fleet Capital Cost FY23/24 (Actual)</b>	
Vehicle purchasing (8 vehicles)	\$412,767
Vehicle sales (14 vehicles)	\$342,315
<b>Net Capital Cost</b>	<b>\$70,452</b>

- 14 Each financial year a review is completed of the fleet and a decision made on which vehicles are to be replaced using the approved budget. The current year 2024/25 capex budget is \$400,000 with 7 vehicles due for replacement being 6 to 9 years in age and some of these exceeding 100,00km. The disposal of vehicles is through external vehicle auction providers.

**Attachments**

**Nil**

## 8.4 Infrastructure Key Project Updates

**Author:** Jacky Clarke, Programme Delivery Manager

**Authoriser:** Andrew Dixon, Group Manager Infrastructure

### Recommendation

1. That the Infrastructure Committee receives and notes the Infrastructure Group Key Project Updates.

### Purpose of Report

- 1 To provide an update on key infrastructure projects within the Infrastructure Group.


### Assessment of Significance

- 2 This matter is of low significance in terms of Council's Significance and Engagement Policy. It is a regular progress report on key infrastructure projects approved in the Long Term Plan 2024-34.

### Discussion

- 3 Many of the significant projects are in the planning/consenting/design phase particularly the ones that will be completed over a number of financial years such as the Claremont water treatment plant upgrade. Some projects are also awaiting decisions on external funding such as Peel Forest Landfill remediation and bridge renewals.
- 4 There is also lot of activity with 'Business As Usual' (BAU). For example, the annual road resurfacing programme is about to get underway.
- 5 The key project updates for projects underway are detailed in the attachments. The key projects are:
  - 5.1 Wastewater Treatment Plant Upgrades (Attachment 1)
  - 5.2 Seadown Water Trunkmain Upgrade (Attachment 2)
  - 5.3 Douglas Street Sewer Upgrade (Attachment 3)

### Attachments

1. **Wastewater Treatment Plant Upgrades** [↓](#) 
2. **Seadown Water Trunkmain Upgrade** [↓](#) 
3. **Douglas Street Sewermain Upgrade** [↓](#) 

# KEY PROJECT

## Wastewater Treatment Plant Upgrades

Progress Report – August 2024



### BACKGROUND

High gas levels of hydrogen sulphide (H<sub>2</sub>S) were recorded at the Waste Water Treatment Plant in late 2023. Investigations were carried out as to the causes, source, and downstream Health & Safety (H&S) effects of the gas. Subsequently, several areas at the Waste Water Treatment Plant (WWTP) were also identified as requiring renewal and or significant maintenance works.

### OVERVIEW

#### **Contract 2665 – Wet Well Existing Upgrade**

The existing wet well receiving industrial waste requires renewal and maintenance work. As the wet well is a critical part of the WWTP operation, long term shutdowns are not an option. A second wet well is being designed to future proof the WWTP for resilience, peak flows, maintenance, and the flow/discharge increases that will come with industrial expansion.

#### **Contract 2666 – Wet Well New 2 Pump Stand-alone**

The new wet well is expected to be approximately half the size of the existing wet well and will house 2 pumps, located beside the existing wet well. It will be designed to be free of personnel access, eliminating the H&S Confined Space, Gas Issues and specifically for operations and Operator Safety. When the new wet well is commissioned, the existing wet well can be drained, cleaned, and necessary remedial work to be performed safely and with minimal operational constraints on the plant.

#### **Contract 2667 – Odour Bed Existing Media Replacement**

The existing Odour Bed requires a total refurbishment being at the end of design life. The odour bed media had greatly decayed and broken down.

#### **Contract 2669 – Ventilation Industrial**

An investigation of the existing Industrial Ventilation (IV) system identified 12 issues with the existing IV. Upgrades will be undertaken.

## KEY PROJECT

# Wastewater Treatment Plant Upgrades

Progress Report – August 2024

### **Contract 2671 – Ventilation Amenities**

An investigation of the existing Amenities Ventilation (AV) system by BECA and TDC identified that the system does not deliver the required minimum air change rate and needs upgrade. This reflects the increased wastewater flows and strength that the plant now receives.

### **Contract 2672 – Ventilation Amenities Roof Access**

Roof access to the existing AV services is below current codes/standards and will require upgrading.

### **Contract 2674 – Electrical Industrial & Contract 2675 – Electrical Controls**

The existing equipment in the pictures below is now outdated and needs to be replaced.



### **Contract 2677 – Gas Detection & Monitoring**

The existing Wet Well Gas Detection system is outdated and does not cover the types of gases nor the range and concentration of gases that required by current standards. This will be replaced

## PROJECT UPDATE

### **Contract 2665 – Wet Well Existing Upgrade**

The existing wet well condition assessment has taken place using a drone. Deterioration inside the wet well walls and beam structures have been captured. The pump options and specifications have been reviewed and assessed to the current wet well conditions and chemical coating requirements. Heat requirements from the inflows have also been taken into consideration. The existing pumps were replaced recently are fit for purpose so not requiring replacement.

## KEY PROJECT

# Wastewater Treatment Plant Upgrades

Progress Report – August 2024

### Contract 2666 – Wet Well New 2 Pump Stand-Alone

Existing Plant services mark out has been investigated and located to ensure there is enough room for the new wet well construction and design preparation.



### Contract 2667 – Odour Bed Existing Media Replacement

A renewed preliminary design will be completed in the next 2 to 3 weeks to enable detailed pricing and procurement.



### Contract 2669 – Ventilation Industrial

A contractor is yet to be engaged for this work.

### Contract 2671 – Ventilation Amenities

Currently the air conditioning units have been purchased and will be installed by the end of November 2024. We are also investigating the need for a building compliance consent as the new units will need to be consented as new structures will be installed on the roof of the building. Consent requirements to be confirmed.



## KEY PROJECT

# Wastewater Treatment Plant Upgrades

Progress Report – August 2024



### **Contract 2672 – Ventilation Amenities Roof Access**

Currently we are investigating options for alternative roof access and possible upgrading the existing roof entry and installing new rails and walkways on the existing roof.

### **Contract 2674 – Electrical Industrial**

The New Motor Control Centre (MCC) and Programme Logic Controller (PLC) work has commenced for this specialised work. Cables and units have been assessed and will require upgrades.

### **Contract 2675 – Electrical Controls**

This project will be completed in conjunction with contract 2674 as the commissioning of the new controls, MCC and PLC will require a multiple stage commissioning approach as the plant cannot be switched off due to continuous inflows and operation requirements.

### **Contract 2677 – Gas Detection & Monitoring**

A new system that is fit for purpose and future proofed is being priced and Materials and equipment to be installed into new and existing wet well.

## **PROJECT TIMELINE**

### **Contract 2665 – Wet Well Existing Upgrade**

Initial investigative works have been carried out, upgrade will be carried out in later financial years as funding permits.

### **Contract 2666 – Wet Well New 2 Pump Stand-alone**

Construction is due to start late October and is expected to be complete by the end of May 2025.

### **Contract 2667 – Odour Bed Existing Media Replacement**

Construction has started and is due to be complete by the end of November 2024.

### **Contract 2669 – Ventilation Industrial**

Construction is due to start in late August and be complete by the end of November 2024.

### **Contract 2671 – Ventilation Amenities**

Construction has started and is expected to be complete by the end of November 2024.

## KEY PROJECT

# Wastewater Treatment Plant Upgrades

Progress Report – August 2024



### **Contract 2672 – Ventilation Amenities Roof Access**

Construction has started and is expected to be complete by the end of November 2024.

### **Contract 2674 – Electrical Industrial**

Construction has started and is expected to be complete by the end of December 2024.

### **Contract 2675 – Electrical Controls**

Construction has started and is expected to be complete by the end of December 2024.

### **Contract 2677 – Gas Detection & Monitoring**

Construction is due to start in September and is expected to be complete by the end of May 2025.

## PROJECT TEAM

**Project Lead:** Stewart Gutsell - Project **Managers:** Jake Esterhuysen / Stewart Gutsell

## PROJECT FINANCIALS

**Total Budget:** FY23/24 \$1.4M FY24/25 \$3.5M FY25/26 \$1M FY26/27 \$1M

**Total Projected Costs:** \$6,745,008.00

**Total Spend to Date:** FY23/24 \$730,008.00

## PROJECT RISKS

- Review the piping and instrumentation diagram and programme to ensure a safe site during each project stage.
- Gas related issues, including the engagement with the companies that discharge to the WWTP that their discharge is within the approved and agreed levels.
- Planning to ensure Plant Operation is maintained.
- Mitigating or eliminating the project related H&S, construction, and operational risk.



# KEY PROJECT

## Seadown Water Trunkmain Upgrade

Progress Report – August 2024



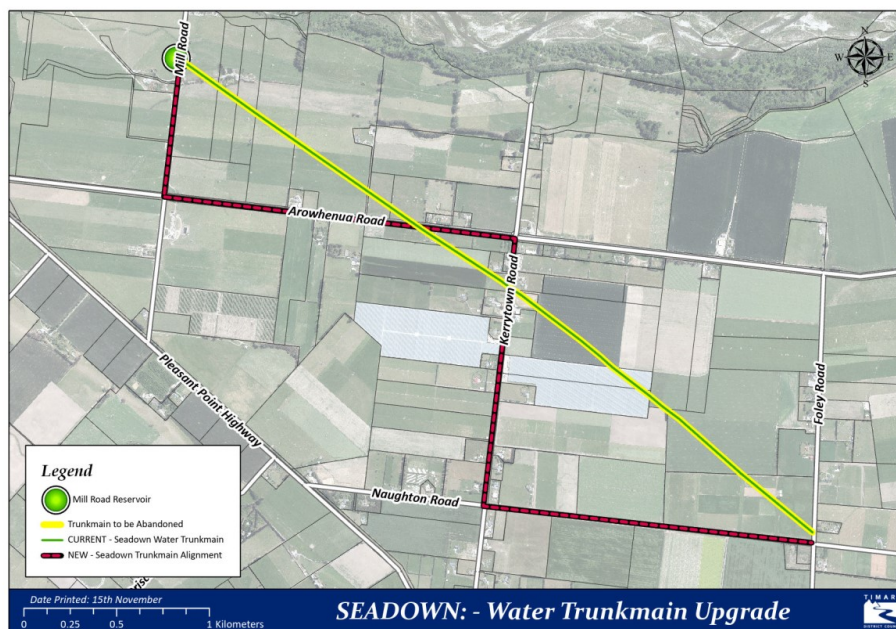
### OVERVIEW

The Seadown Water Supply Scheme caters to rural customers situated between Pleasant Point and the coastal region.

A portion of the aging Asbestos Cement (AC) trunk water main that traverses private property between the Mill Road Pump Station and the intersection of Naughton Road and Foley Road is being replaced. A plan illustrating the location of the existing and new trunk main is below. The primary objective of this Contract is to replace this trunk water main and follow a new alignment situated within the road reserve.

The installation of the new pipeline will enable council to meet its specified levels of service, improve the reliability of the water supply, ensure compliance with drinking water standards, and uphold the level of service performance measures for rural water schemes.

A contract has been awarded to Rooney Group for the construction of 5.9 km of Polyethylene watermain from the Mill Road Pump Station to the intersection of Naughton and Foley Roads.



## KEY PROJECT

# Seadown Water Trunkmain Upgrade

Progress Report – August 2024



### PROJECT UPDATE

The first directional drill out of the planned eight has been successfully completed. Additionally, three-quarters of the piping along Naughton Road has been laid. The project team is making commendable progress overall.

### PROJECT TIMELINE

Work commenced - 15 July

Expected completion - 29 November

### PROJECT TEAM

Project Sponsor: Andrew Dixon – Project Lead: Shaun Johnstone

### PROJECT FINANCIALS

The total project cost is \$1,275,668.42 plus GST.

No claims have been received to date.

### PROJECT RISKS

The project involves drilling beneath Opuha Water channels and services, which has been addressed through consultation with Opuha Water, who have approved the proposed drilling methodology. All other identified risks are being actively managed on-site daily. The project team is consistently meeting daily targets, minimising the risk of delays. As a result, the project remains on schedule for its planned completion date. The diligent work of the on-site team and effective risk management strategies have contributed to the project's current on-target status.

## KEY PROJECT

# Douglas Street Sewer Upgrade

Progress Report – August 2024



## BACKGROUND

The Douglas Street Sewer Upgrade project is a critical infrastructure initiative aimed at addressing the aging sewer system in Timaru. The project is part of a broader effort by the Timaru District Council to enhance the reliability and efficiency of the wastewater network, ensuring it meets modern standards and community needs. This upgrade is essential to mitigate environmental impacts, protect public health, and comply with relevant regulations.

## OVERVIEW

The primary objective of the Douglas Street Sewer Upgrade is to replace and consolidate two existing sewers, a 375mm concrete sewer and a 225mm earthenware sewer into a single, more efficient 600mm diameter sewer. The scope of the project spans from 86 Douglas Street to the intersection with Selwyn Street. This upgrade will involve installing a new collector sewer to service properties on Douglas Street.

## PROJECT UPDATE

The material order for the Douglas Street Sewer Upgrade project has been placed.

The Traffic Management Plan (TMP) has completed. This aims to minimize the traffic disruption and cost.

A letter drop was completed in May. Additional letters to residents have been written and are ready for delivery. These will be distributed once the construction dates are confirmed.

## PROJECT TIMELINE

Work commenced in mid August 2024

Expected completion is late November 2024

## PROJECT TEAM

**Project Sponsor:** Andrew Dixon

**Project Lead:** Shaun Johnstone

**Contractor:** Rooney Earthmoving Ltd.

# KEY PROJECT

## Douglas Street Sewer Upgrade

Progress Report – August 2024



### PROJECT FINANCIALS

The total project cost is \$1,500,000.

No claims have been received to date.

### PROJECT RISKS

1. **Douglas Street Traffic Flow:** There is a risk of disruption to normal traffic patterns on Douglas Street, particularly in the vicinity of Park Lane and the roundabout. This may lead to delays for road users.
2. **Access for Local Facilities and Residents:** The project poses potential challenges to access properties and key local facilities, including the kindergarten and town and country club. Ensuring continued safe access for these establishments is crucial.

#### Mitigation Strategies

1. **TMP:** A comprehensive TMP has been developed.
2. **Public Communication:** Residents and affected parties will be informed of upcoming works and potential disruptions through targeted letter drops and other communication channels.
3. **Signage and Wayfinding:** Clear and effective signage will be implemented to guide vehicles and pedestrians safely through and around the construction zones.

**9 Consideration of Urgent Business Items**

**10 Consideration of Minor Nature Matters**

**11 Public Forum Items Requiring Consideration**

**12 Exclusion of the Public**

**Recommendation**

That the public be excluded from—

- \*(a)the whole of the proceedings of this meeting; or
- \*(b)the following parts of the proceedings of this meeting, namely,—

**13.1 Public Excluded Minutes of the Infrastructure Committee Meeting held on 30 July 2024**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Plain English Reason</b>
<b>13.1 - Public Excluded Minutes of the Infrastructure Committee Meeting held on 30 July 2024</b>  <b>Matters dealt with in these minutes:</b>  13.1 - Land Purchase Timaru Cemetery	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 30 July 2024 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987.  The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 30 July 2024.

**Note**

[Section 48\(4\)](#) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4)Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
  - (a)shall be available to any member of the public who is present; and
  - (b)shall form part of the minutes of the local authority.”



## **13 Public Excluded Reports**

## **14 Readmittance of the Public**